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**Missouri ACTE**

**Summer Conference & Trade Show**

(Missouri Association for Career and Technical Education)

**Missouri ACTE 2018 Summer Conference**

**July 23-26, 2018; Springfield, MO**

**Exhibitor Information**

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**July 23-26, 2018**

Oasis Hotel and Convention Center

2546 N Glenstone Avenue Springfield, Missouri

Why You Should Exhibit

During these uncertain economic times, it is more vital than ever to keep you name, products, and services in front of your customers. The Missouri ACTE Conference and Trade Show provides you with an inexpensive, valuable, face-to-face opportunity to do just that!

Where else can you show your products and services to over 1,200 career & technical educators in just two days…and all for about 22¢ per contact?

Your exhibit will be visited by over 1,200 secondary and post-secondary administrators, teachers, counselors, state supervisors, government and military representatives, as well as numerous active leaders in career and technical education from across the state of Missouri.

**2018 Missouri ACTE General Program**

9:30 am

 **Missouri ACTE Board of Directors Meeting**

 Oasis Hotel & Convention Center – Sahara

1:00 pm – 6:00 pm

 **Missouri ACTE Conference Registration**

 Oasis Hotel & Convention Center – Grand Ballroom

1:00 pm –6:00 pm

 **Missouri ACTE Exhibits Open**

 Oasis Hotel & Convention Center – Grand Ballroom

With your Exhibit space rental of $400, you will receive:

* One 8’x 10’ draped booth
* Standard backdrop with divisional side rails
* One 6’ table skirted and covered
* Two chairs and one wastebasket
* Publicity in the Conference Program
* Name tags

**Booth Info**

**Monday, July 23**

**Table Top Info**

8:00 am – 3:00 pm

 **Exhibits Open**

 Oasis Hotel & Convention Center ⬝ Grand Ballroom

8:00 am – 3:00 pm

 **Missouri ACTE Conference Registration**

 Oasis Hotel & Convention Center ⬝ Grand Ballroom

7:30 am

 **All** **Missouri ACTE Committee Meetings**

 Oasis Hotel & Convention Center ⬝Kalahari & Mojave

8:30 am

 **New Professional Reception**

Oasis Hotel & Convention Center – Outdoor Pool

 9:30 - 11:00 am

  **Opening General Session – Paradise Ballroom**

 ***Welcome; Awards; President-Elect Speeches;***

1:00 pm

  **All Division *Sessions***

**Tuesday, July 24**

With your Table Top rental of $125, you will receive:

* One 6’ table
* Two chairs and one wastebasket
* Publicity in the Conference Program
* Name tags

**Sunday July 22, 2018**

 3:00 pm – 8:00 pm … Vendor Set Up

**Monday July 23, 2018**

 8:00 am – 1:00 pm … Vendor Set Up

 1:00 pm – 6:00 pm … Exhibit Hall Open

**Tuesday, July 24, 2018**

 8:00 am – 3:00 pm … Exhibit Hall Open

 3:00 pm – 5:00 pm … Vendor Tear Down

Conference Registration will be held on Monday afternoon in conjunction with the opening of the Exhibit Hall at the Oasis Hotel & Convention Center. Registration and exhibits will continue on Tuesday. These times will give attendees an excellent opportunity to visit all the exhibitors and we feel you will be pleased with the format. The Opening General Session will also be held in the same facility as the exhibits.

**Exhibitor Info**

**Wednesday, July 25**

8:00 am – 11:00 am

 **Missouri ACTE Late Registration**

 Oasis Hotel & Convention Center ⬝ Glass Lobby

3:30 pm

 **House of Delegates Meeting**

 Oasis Hotel & Convention Center – Fiji Ballroom

**More Ways to Get Your Name**

**Before Our Members**

**Advertising in the Summer Program**

You can put … and keep … your company name, logo, and supporting information before each attendee by advertising in the 2018 Summer Program.

You can choose a quarter, half, or full page ad. And, if you want, we’ll even help you design it!

**Sponsorships**

For the price of sponsoring our Opening General Session, your name/logo will be put on our large screens to be viewed by all those attending the July 24 …

* Opening General Session
* MOACTE Awards Session
* Exhibit Hall

For information about sponsorships or advertising in the Missouri ACTE Summer Conference Program, email Karen Mason at pkmmason@leru.net or masonk@eastnewton.org or call 417-472-7173. In order for your ad to be included in the 2018 Summer Program, we will need to hear from you by May 31, 2018. ***We look forward to seeing you at the 2018 Missouri ACTE Conference and Trade Show in Springfield!***

**Exhibitor Booth Reservation Form**

|  |
| --- |
| The correct wording of firm name for program listing is as follows: (Please type or print) |
| Name of Firm: |  |
| Contact Name: |  |
| Address: |  |
| City/State/Zip: |  |
| Phone: |  | Fax: |  |
| E-mail Address: |  |
|  |
| **Missouri ACTE should address future correspondence regarding the exhibit to (if different then above):** |
| Name: |  |
| Address: |  |
| Phone: |  | E-mail: |  |

**Contact Information**

**Booth Selection Information**

**Choice of Exhibit Location (See Exhibit Hall Layout for Booth number in separate attachment)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1st Choice: Booth No. |  |  | 2nd Choice: Booth No. |  |  | 3rd Choice: Booth No. |  |
| Line of goods to be displayed: |  |
| Is there a competitive company you do not want to be next to? | ☐ | Yes |  | ☐ | No |
|  | If yes, who? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of Booths Desired: |  | @ $400.00 per booth = $ |  |
| Number of Table Tops Desired: |  | @ $125.00 per table top = $ |  |
|  |  | TOTAL = $ |  |
| ☐ | Check (Enclosed) - Make check payable to: Missouri ACTE and remit to 10349 Route CC Stella, MO 64867 |
| ☐ | Visa/Mastercard/American Express/Discover: # Security Code |
| Exp. Date: |  | Name on Card: |  |
| Signature: |  |
|  |  |

ACTE processes all of our credit card charges.

**Payment Information**

**Exhibitor Booth Reservation Form** *(Continued)*

Exhibitors should fill out this Exhibit Booth Reservation Form and forward it to Missouri ACTE, along with the fee of $400 for each 8’ by 10’ booth and/or $125 for each 6’ table top selected.

Make check payable to:

 Missouri ACTE

 Karen Mason, President

 10349 Route CC

 Stella, Missouri 64867

 **Or, fax Exhibit Booth Reservation Form, with credit card information, to: 417-472-7129.**

**Questions:** Call Karen Mason at 417-850-3566

**Reservation Process**

**The Oasis Hotel & Convention Center will email exhibitors forms relating to signage, electrical, phone, freight and equipment needs. The Oasis Hotel & Convention Center**

**will assist you with hotel reservations. Call** 888-532-4338 or (417) 866-5253

**Booth Personnel**

Please print the names of the exhibitor personnel for name badges:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| ☐ | Yes, please contact me about sponsorship opportunities. |
| ☐ | Yes, please contact me about advertising in the Summer Program. |
| Name: |  |

|  |  |
| --- | --- |
| Are you interested in presenting in an exhibitor workshop? | Yes ☐ |

**Promotion**

|  |
| --- |
| If you have a door prize to donate, please check the appropriate box. |
|  |  |
| ☐ | Yes, I will have door prizes at my booth. |
|  |  |
|  |  |

**Door Prizes**



***Missouri Association for Career***

***& Technical Education.***

*Karen Mason, President*

*10349 Route CC*

*Stella, MO 64867*

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**Exhibitor Information**

**July 23-26, 2018 Springfield, MO**

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**Exhibitor Information Enclosed**